

Maidstone Borough Council

ROAD CLOSURE NOTIFICATION FORM

TO BE SUBMITTED A MINIMUM OF 8 WEEKS PRIOR TO THE EVENT

NAME OF EVENT AND BRIEF DESCRIPTION			
HOW MANY VISITORS ARE ESTIMATED TO ATTEND THE EVENT	NUMBER OF PARTICIPANTS	NUMBER OF VISITORS	OTHER (PLEASE GIVE DETAILS)
LOCATION OF EVENT PLEASE ENCLOSE A PLAN SHOWING THE EVENT LOCATION, COPY OF THE 5 MILLION PUBLIC LIABILITY INSURANCE DOCUMENT AND A COMPLETED RISK ASSESSMENT			
DATE/S OF EVENT	TIME/S OF EVENT		
HAVE PARKING PROVISIONS BEEN MADE FOR THE EVENT?	NUMBER OF VEHICLES EXPECTED?		
WHO HAVE YOU COMMISSIONED TO ERECT TEMPORARY SIGNS FOR THE EVENT? PLEASE PROVIDE DETAILS OF LOCATION AND CONTRACTOR WHO IS TO ERECT SIGNS?			
PLEASE PROVIDE NAME, ADDRESS AND TELEPHONE CONTACT DETAILS OF EVENT ORGANISER/S	NAME: HOME/WORK TELEPHONE: MOBILE: EMAIL ADDRESS:		
EMERGENCY CONTACT NUMBER <u>DURING</u> EVENT	MOBILE NUMBER:		
SIGN	PRINT NAME		
DATE			

ONCE AUTHORISED MAIDSTONE BOROUGH COUNCIL WILL NOTIFY KENT COUNTY COUNCIL HIGHWAYS AND KENT POLICE OF THE EVENT

PLEASE RETURN FORM TO:

**MAIDSTONE BOROUGH COUNCIL
COMMUNITY SAFETY,
MAIDSTONE HOUSE, KING
STREET, MAIDSTONE, ME15
6JQ**

**IF YOU HAVE ANY QUERIES PLEASE CONTACT: 01622 602812/602658 OR EMAIL
communitysafety@maidstone.gov.uk**

FOR OFFICE USE ONLY

HAS A COMPLETED EVENT PLAN BEEN ENCLOSED?	YES	NO, PLEASE GIVE DETAILS
HAS AN ACCEPTABLE LOCATION PLAN BEEN ENCLOSED, WITH ROAD CLOSURES, DETAILS, SIGNS AND MARSHALLS CLEARLY LOCATED ON PLAN?	YES	NO, PLEASE GIVE DETAILS
HAS ACCEPTABLE RISK ASSESSMENT BEEN ENCLOSED?	YES	NO, PLEASE GIVE DETAILS
ARE THERE ANY DESIGNATED TRAFFIC SENSITIVE STREETS AFFECTED?	NO	YES, PLEASE GIVE DETAILS
ARE PARKING PROVISIONS SUFFICIENT?	YES	NO, PLEASE GIVE DETAILS
DOES THE EVENT CLASH WITH ANY OTHER WORKS/EVENTS?	NO	YES, PLEASE GIVE DETAILS
RECEIVED / /		
AUTHORISED DECLINED (PLEASE STATE REASON)		
LEGAL DOCUMENTS PRODUCED?	DATE	
NOTIFIED EVENT CO-ORDINATOR?	DATE	
SEALED DOCUMENTS RETURNED?	DATE	

How to do a Risk Assessment

A risk assessment is simply a careful examination of what, at your event, could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent the likelihood that someone could get hurt or become ill.

Hazard – this is anything that has the potential to cause harm (it could be chemicals, traffic, electricity, obstacles, crowds, food)

Risks – this is the chance that someone could be harmed by the hazards you identify.
This risk can be *low*, *medium* or *high*.

The most important thing is to decide whether the hazard is *significant* and whether you have taken adequate precautions to make the risk of the hazard (harming someone) *low*. This is exemplified in the following example. Electricity can kill so it is a *hazard* – however if the live components are insulated and metal casings properly earthed then the risk of harm is *low*.

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances and you may be completing an assessment as part of your usual planning processes. You will be able to submit this risk assessment so you do not have to do it twice. A form to record your findings has also been provided.

Step 1 – Spot the hazards

Plan your event on paper. Then think about the hazards relating to the individual activities and don't forget any equipment. A hazard is something with the potential to cause harm. Only note hazards that could result in significant harm.

The following should be taken into account:

- Any slipping, tripping, or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to Health e.g. dust or fumes.
- Any vehicles driving onto the site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Traffic control.
- Crowd intensity and pinch points.
- Moving parts of machinery.

This list is by no means exhaustive so you should consider what hazards will be presented at your event.

Step 2 – Decide if someone could be harmed and how

For each hazard identified, list all those who may be affected. Do not list individuals by name just list groups of people.

The following should be taken into account:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Potential trespassers
- Expectant mothers
- Local residents
- Children and elderly persons

The following are examples of areas to consider:

- Type of event
- Potential major incidents
- Site hazards including car parks
- Types of attendees such as Children, elderly persons and the disabled
- Structures
- Crowd control, capacity, access and egress and
- Provision for the emergency services
- Provision of first aid
- Provision of facilities
- Waste management
- Fire, security and cash collection
- Health and safety issues
- Exhibitors and demonstrations
- Amusements and attractions

Step 3 – Work out the risks

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required.

The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

High An unsecured inflatable being used in adverse weather conditions by young children.

Medium A display of animals in a roped off area.

Low A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do.

Consider the following:

- Removal of the hazard.
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Find a substitute for that activity/machine etc.

Step 4 – Record your findings

Use the Risk Assessment Form on page 5 to record all significant hazards, the nature and extent of the risks, and the action required to control them. Send this in to the Council with your application but keep a copy for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Step 5 – Review and revise

If the nature of the risks change during the planning of the event, the risk assessment will need to be reviewed and updated.

Event Risk Assessment Form

Event _____ Date _____ Organiser _____

Hazard Identified	Persons at Risk	Risk – High, Medium, Low	Measure to control Risk	Measures to be taken by	When will measures be taken

Name of Assessor _____

Signature _____ Date _____